



## Syllabus of the educational discipline «Table data processing and analysis»

<b>Specialty</b>	<i>All</i>
<b>Educational program</b>	<i>All</i>
<b>Level of education</b>	<i>Bachelor</i>
<b>Discipline status</b>	<i>Elective</i>
<b>Teaching language</b>	<i>English</i>
<b>Course / semester</b>	<i>2 year of study, 3 semester</i>
<b>Number of credits ECTS</b>	<i>5</i>
<b>Distribution by types of trainings and hours of study</b>	<i>Lectures – 30 hrs.</i>
	<i>Labs – 30 hrs.</i>
	<i>Independent (home) work – 90 hrs.</i>
<b>Form of final assessment</b>	<i>Credit</i>
<b>Department</b>	<i>Informatics and Computer Engineering, 702-06-74 (4-38), room 405 (main block), <a href="http://www.kafikt.hneu.edu.ua/">http://www.kafikt.hneu.edu.ua/</a></i>
<b>Teacher (-s)</b>	<i>Gorokhovatskyi Oleksii, assoc. prof., Ph.D.</i>
<b>Teacher's contacts</b>	<a href="mailto:oleksii.gorokhovatskyi@gmail.com">oleksii.gorokhovatskyi@gmail.com</a>
<b>Days of the classes</b>	<i>Lectures: <a href="#">according to the official schedule</a></i>
	<i>Laboratory works: <a href="#">according to the official schedule</a></i>
<b>Consultations</b>	<i>According to the schedule, online, by request, individual</i>
The goal of the course is to develop a system of competencies for future specialists to solve professional tasks that require automatic and semi-automatic processing of tabular data, their structuring, monitoring, and analysis.	
<b>Structural and logical scheme of the course</b>	
<b>Previous courses</b>	<b>Following courses</b>
<b>Content of the educational discipline</b>	
<b>Content module 1. Using table processor for calculations</b>	
<b>Topic 1.</b> Basics of data processing in table processor.	
<b>Topic 2.</b> Multitable data processing.	
<b>Topic 3.</b> Processing of tabular data in the "cloud".	
<b>Content module 2. Table data filtration and analysis.</b>	
<b>Topic 4.</b> Data sorting and filtering.	
<b>Topic 5.</b> Data grouping.	
<b>Topic 6.</b> Data analysis.	
<b>Topic 7.</b> Controls, functions, procedures.	
<b>Required software</b>	
<i>MS Office, table processor</i>	
<b>Assessment system of learning outcomes</b>	
The university uses a 100-point accumulative system for evaluating the learning outcomes of higher education applicants.	
Current control is performed during lectures and laboratory classes and is aimed at checking the level of preparedness of the student of higher education to perform a specific job and is evaluated by the sum of points scored:	
– for disciplines with credit form of semester control: the maximum amount is 100 points; the minimum amount is 60 points.	
Final control includes semester control.	
Semester control is performed in the form of credit.	



The final grade for the course is defined as the sum of all points obtained during the current control.

The following control measures during the teaching of the course are used:

Current control: performance of laboratory works and their defense (60 points), written control works (20 points), performance of test tasks (20 points).

More detailed information about the evaluation system is given in the work plan (technological map) of the course.

#### **Discipline policies**

The teaching of the discipline is based on the principles of academic integrity. Violations of academic integrity include: academic plagiarism, fabrication, falsification, write-off, deception, bribery, or biased evaluation. For violation of academic integrity, students are brought to the following academic responsibility: re-assessment of the relevant type of educational work.

*More detailed information about competencies, learning outcomes, teaching methods, assessment forms, independent training is given in the Syllabus (working plan) of the educational discipline.*